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## What Can You Expect During Your Manpower Survey Interview?

by Patti Vargo

**I've been asked numerous times what can I expect during the interview? When will the interview take place? What type of questions will I be asked? What is the length of the interview?** In this article I'm going to try to answer some of your most frequently asked questions and maybe put your mind at ease so you will feel more comfortable during the interview process.

The Secretary of the Army (SA) declared a material weakness in the Army's TDA manpower requirements determination programs in December 1997. The SA mandated a 100% review of all Major Army Command (MACOM) headquarters and field operating agencies, with a random sampling of selected subordinate work centers. This survey will analyze and validate U.S. Army Corps of Engineers requirements.

The on-site visits begin 18 Nov 02 for HECSA and the Finance Center, and 10 Dec 02 for HQUSACE. If everything is on schedule, the good news for HECSA is that by the start of the holidays, the interview process will be over.

An experienced manpower analyst from the U.S. Army Manpower Analysis Agency (USAMAA), headquartered at Fort Belvoir, Virginia, will interview you. It is possible your analyst may not be a subject matter expert in your field of work but there will be a subject matter expert on the team and the analyst will have your task sheets to use as a reference. Your analyst is aware that most personnel have never been through the experience of a manpower survey. In

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most cases the analyst will conduct his/her interview with you on a one-on-one basis. The location of the interview will be at your own workstation or desk in the work center. Prepare yourself for the interview by having a copy of your task sheet to review so when the analyst asks you questions, you won't be caught off-guard. Be prepared to answer detailed questions about the work tasks you listed and how you determined the amount of time spent on each task. The analyst may not ask you questions about every task on your task sheet; their experience will tell them whether the time spent on an individual task is reasonable for that type of task without asking you to explain in detail. Also, know all the subtasks that substantiate your task.

After your interview is completed (approximately one hour), you may need to provide some additional information the analyst requested during the interview. It is possible the analyst may need to come back and ask you a few more questions. This is no cause for concern.

***Typical questions that are asked during the interview process are:***

- How long have you been assigned to this position?
- Were you assigned to this work center during the entire 12-month baseline period?
- Did you have any official paid overtime during the baseline period? If so, why was overtime required?
- What are the products you produce in this position? e.g., briefings, budget submissions, correspondence, etc.
- How many products did you produce in each category during the baseline period?

e.g., if you are tasked to develop a monthly briefing, you should have 12 briefings prepared during the 12-month baseline period.

- What services do you perform in this position? e.g., repair telephones, computers; process work orders; review regulations or other correspondence, etc.
- How did you compute how long it takes you to provide a service or complete a task?
- Who are the customers that you support? (Besides your supervisor, of course. This question refers to the customers outside your immediate work center to whom you provide service).
- Who provides you with your taskings and sets the suspenses? Are you able to meet your suspenses?
- Does anyone else in the work center do the same work? Is someone else duplicating your work in another work center?
- Is there any mandatory training for your position? If so, are the requirements for initial training only (one time) or are the requirements necessary each year. How much mandatory training is required each year for this position?
- Do you foresee your workload changing in the future?

***Supervisors — Some questions for you to think about if you are asking for additional positions, not currently on the (Manpower Management Document (MMD)).***

- What are the directives or changes in the mission statement that indicate you need additional positions? Be prepared to show

the analyst backup data indicating an increase in your mission or backlogged work that couldn't be accomplished.

■ How did you compute the workload for this position? A completed task sheet with tasks and man-hours are required for each new position.

■ What is the impact of not having this new position validated?

I hope this helps you in preparing yourself for the interview and tonight you will be able to get some rest because I know you haven't been getting your eight hours of sleep thinking about this interview. Relax and smile — by the holidays things will be back to normal.

Information used for this article was prepared by BAHF, Inc., and approved by USAMAA Study Director.

## **Manpower Documentation**

by Tom Phelps

**R**emember being at the stadium and hearing the vendor say, "you can't tell the players without a program!" So you bought one and it included the roster of players and a great deal of related information too. Well, The Army Authorization Documents System (TAADS) is the Army's roster of personnel and equipment resources. Tables of



Distribution and Allowances (TDAs) are a primary part of TAADS. TDAs are developed for peacetime and mobilization purposes and include a mission and functions statement (Section 1), a detailed listing of required and authorized manpower (Section 2), and high-value or HQDA-controlled equipment such as motor vehicles (Section 3). TDAs are used to document organizations that support and sustain the Army. The Modification Tables of Organization and Equipment (MTOE) are used to document Army organizations that have been adapted to perform a specific mission and are deployable for war-fighting purposes. The 249<sup>th</sup> Engineer Battalion (Prime Power School) is a MTOE of the U.S. Army Corps of Engineers.

TDAs are identified by Unit Identification Code (UIC) and are updated annually during the Management-of-Change (MOC) window during January-March. The HECSA Manpower and Management Analysis Branch (CEHEC-RM-M) manages three HQUSACE TDAs:

***Military-funded:*** UIC W0JVAA (Army Management Headquarters Activities (AMHA)) and UIC W4EGAA (Technical Review Group (TRG)). Both military-funded TDAs (AMHA and TRG) include uniformed military personnel and civilians.

***Civil-funded:*** UIC W1B7AA. The civil-funded TDA has uniformed military personnel only. It includes officers and warrant officers only since all enlisted personnel are military-funded.

In addition, CEHEC-RM-M manages the HECSA military-funded TDA (UIC W4LDAA), the Prime Power School TDA (UIC W6AHAA), and the Augmentation TDA (UIC WNB99) for support of the 249<sup>th</sup> Engineer Battalion (Prime Power School). The Office of the Deputy Chief of Staff for Operations (CECS-OP) manages the HQUSACE mobilization TDA (UIC W0JVAAMO).

TDAs are used to document the proposed organizational structure and manpower resources for future fiscal years and are an integral part of the HQDA Planning, Programming, Budgeting, and Execution System (PPBES). During the annual MOC window update in January-March, two TDAs for each UIC are developed for submittal to HQDA. The first TDA is the final document for the current fiscal year plus a year. The second TDA is the initial document for the current fiscal year plus two years. For example, the January-March 2002 MOC window update produced the final FY03 TDA and the initial FY04 TDA. Upon approval by HQDA, the effective date of the approved FY03 TDA will be 1 October 2002.

For daily management purposes, CEHEC-RM-M manages the HQUSACE Manpower Management Document (MMD). The MMD includes uniformed military personnel and civilians, both military and civil-funded. USACE is the only Army Major Command (MACOM) that has civil-funded manpower. Civil-funded civilians are not documented on a TDA. Also, the Directorate of Resource Management, Manpower and Force Management Division (CERM-M) manages the USACE Integrated Manning Document (IMD). The IMD includes all categories of Corps-wide manpower. The MMD and the IMD document required, authorized, and on-board personnel at the position level of detail. They provide valuable information for manpower and personnel management.

The TDAs are submitted to HQDA annually whereas the MMD and IMD are internal databases that are not sent to HQDA.

The U.S. Army Force Management Support Agency (USAFMSA) is the HQDA organization responsible for the Army's force documentation. USAFMSA manages all Army TDAs and MTOEs for quality assurance, including adherence to HQDA-approved levels of manpower authorizations by appropriate programs and categories.

## **How the Thrift Savings Plan (TSP) is Changing**

*Extracted from the TSP Highlights, dated May 2002*

by Debra Flowers

**I**n each issue of the Bottomline, we provide the latest changes to the Thrift Savings Plan (TSP). This current issue will focus on the new changes from September 16, 2002, and onward. After two long litigious years, the TSP finally will have a new record keeping system effective September 16, 2002. And with the new system will come many great new features for you. See "How the TSP Is Changing" chart for a summary of the changes you can expect on September 16. More details about these changes are covered in the *Summary of the Thrift Savings Plan for Federal Employees* and the *Summary of the Thrift Savings Plan for the Uniformed Services*. Additional detailed information will be available later in the booklets *TSP Loan Program*, *TSP In-Service Withdrawals*, *Withdrawing Your Account After Leaving Federal Service*, and *Guide to TSP Investments* and in the TSP Fact Sheet "Using the TSP Web Site and the ThriftLine," Federal Retirement Thrift Investment Board (the Board) Web site: [www.tsp.gov](http://www.tsp.gov), ThriftLine: (504) 255-8777.



Here's what you need to know to manage your TSP account during the transition from the old to the new system:

■ **Statements:** After the close of business on Friday, August 30, the Board will process the last *monthly* business cycle and close out the old system. You will receive a final participant statement for your account (and a loan statement, if applicable) as of August 31. *Keep this statement.* The ending dollar balance on this statement should be the same as the beginning dollar balance on your next statement, which will cover the period from September 1 through December 31, 2002. Report any discrepancies immediately to the TSP Service Office. Starting in 2003, participant statements - with loan information included - will be issued quarterly (for the quarters ending March 31, June 30, September 30, and December 31).

■ **PIN and Contribution Allocation Requests:** Because of the conversion to the new system, from August 31 through September 15 participants will not be able to request PIN changes or contribution allocations electronically (i.e., on the TSP web site or the ThriftLine). You may, if you wish, submit paper requests for contribution allocations (using Form TSP-50 or TSP-U-50) during this time; the forms will be held for processing to accounts on September 16.

■ **Interfund Transfers:** From August 16 through September 15, participants will not be able to request interfund transfers

electronically. You may if you wish, submit paper requests for interfund transfers (using Form TSP-50 or TSP-U-50) during this time; they also will be held for processing to accounts on September 16. (Interfund transfers submitted during this time would have become effective on September 30 under the old system; under the new system, they will become effective as soon as processed.)



■ **Loan Applications:** If you plan to request a loan before the transition period, make sure your completed paperwork is received by the TSP by Friday, August 23, if you would like to receive your loan payment in early September. Otherwise, the processing of your loan will be suspended during the transition period and your loan will be disbursed after September 15. Beginning on September 16, you will be able to apply for a loan on the TSP Web site. Participants who do not require spousal consent or residential

loan documentation may be able to complete their loan applications on-line. In the new system, completed loan requests will be processed and disbursed daily.

■ **Withdrawals:** Similarly, withdrawal requests that are received by the TSP after August 23 will be held for processing and your withdrawal will be disbursed after September 15. *New withdrawal options will be available beginning with the new system.* Requests for new withdrawal options will require you to use the new system forms (dated August 2002). Beginning on September 16, you can also apply for a withdrawal on the TSP Web site. As with loan applications, certain withdrawal requests that do not require spousal

## SUMMARY OF HOW THE TSP IS CHANGING CHART

NOW	From September 16, 2002, Onward
<b>In General</b>	
The TSP is a monthly valued plan. Transactions are processed once a month.	The TSP will be a daily valued plan. Transactions will be processed each business day.
Account balances and transactions are processed and shown in dollar amounts.	Account balances and transactions will be processed and shown in dollar amounts, shares, and share prices.
Married FERS and uniformed services participants must obtain their spouses' waiver or consent for all withdrawal requests (except the prescribed TSP annuity).	For any withdrawal requiring a spouse's waiver or consent, a FERS or uniformed services participant must have his or her spouse's signature notarized.
TSP open season dates are November 15 - January 31 and May 15 - July 31.	TSP open season dates will be October 15 - December 31 and April 15 - June 30.
The TSP issues participant statements twice a year, for the periods ending April 30 and October 31.	Beginning in January 2003, the TSP will issue quarterly statements for the periods ending March 31, June 30, September 30, and December 31.
<b>Loans and Withdrawals</b>	
If you have a loan, you receive quarterly loan statements.	Loan information will be included on your quarterly participant statements, rather than on separate loan statements.
You must repay a general purpose loan within four years.	You will be able to take up to five years to repay a general purpose loan.
You can reamortize you loan only once.	You can reamortize you loan without limit.
You can repay a TSP loan at any time, but only in full with guaranteed funds. <i>(Personal checks are not accepted).</i>	In addition to repaying your TSP loan through regular payroll deductions, you will also be able to repay all or part of it at any time and do so with personal checks.
Only monthly withdrawal payments can be electronically deposited into your checking or savings account.	You will be able to have loan or withdrawal payments deposited electronically into your checking or savings account.
Withdrawals after separation from service must be for your entire TSP account balance.	After you separate, you may also be able to make a one-time partial withdrawal (if you have not made an age-based in-service withdrawal).
You can make a post-employment withdrawal either as a single payment, monthly payments, or a life annuity.	You can use any combination of these same options to make a post-employment full withdrawal.
You can elect to receive monthly payments for a fixed dollar amount for a fixed number of months, or you can have the TSP compute your payments based on your life expectancy. You cannot change your election.	You will be able to receive monthly payments for a fixed dollar amount or have the TSP compute your payments based on life expectancy. You will be able to make a one-time change from TSP-computed payments to fixed-dollar-amount payments. Once a year, you will be able to change the monthly fixed dollar amount you are receiving.
After you separate from service, you will receive an automatic cashout if your account balance is \$3,500 or less, unless you choose another withdrawal option.	After you separate from service, you will receive an automatic cashout if your account balance is less than \$200. No other withdrawal options will be available.
<b>Web site and ThriftLine</b>	
Both the TSP Web site and the ThriftLine provide general Plan information and allow you to find out your (monthly) account balance; make an interfund transfer; allocate future contributions among the five funds; change (or request) a PIN; find out the current loan interest rate; and learn the amount available to you for a loan.	On both the TSP Web site and the ThriftLine, you will also be able to find out your daily account balance and daily share prices.  On the ThriftLine, you will be able to find out your outstanding loan balance and loan prepayment amount. You will also be able to request that certain TSP forms and publications be mailed or faxed to you.
On the Web site, you can download TSP forms and materials. You can also use interactive calculators to project a future account balance and to estimate annuity payments and loan payments.	On the Web site, you will also be able to begin (and in some cases complete) a loan or withdrawal request and reamortize a loan. You will be able either to estimate the number of monthly payments you will receive if you choose to withdraw your account in monthly payments of a specified amount, or to estimate the amount of your monthly payment if you choose to have monthly payments computed based on IRS life expectancy tables. If you are separated from service, you will also be able to update your name and address.

consent or other documentation may be completed on-line. In the new system, completed withdrawal requests will be processed and disbursed daily.

## **Thrift Savings Plan**

### **FOR FERS AND CSRS EMPLOYEES**

by Tammy Banks

**T**he Thrift Savings Plan IRS annual limit is \$11,000 for 2002. A major advantage of the TSP is that you pay no taxes on contributions or earnings until you withdraw from your account. As a FERS employee, you may begin contributing to the TSP when the Federal Government first hires you. Once you become eligible for agency contributions (the second open season, after you are hired), you will receive Agency Automatic (1%) Contributions whether or not you are contributing to your account. If you are contributing to your account, you will also receive Agency Matching Contributions at that time. These matching contributions are a principal benefit of the TSP. If you are a CSRS employee, the TSP can provide you with a source of retirement income in addition to your CSRS annuity. Although you do not receive any agency contributions, you do have the benefit of deferring taxes on your contributions and on the earnings in your TSP account. To learn more about how you benefit from tax deferral, see "Tax Advantages of the TSP." If you are a FERS employee, you should be aware that if you contribute less than 5% of your basic pay, you will not receive all of the agency matching money for which you are eligible, and this money cannot be recaptured.

If the May to July open season closed and you did not enroll, **ENROLL** during the next open season. It's a great way to save for retirement.

DA civilians and military members may enroll or change their contribution amount through the Army Benefits Center (ABC). The ABC is [www.abc.army.mil](http://www.abc.army.mil).

### ***You can choose among five investment funds:***

- **Government Securities Investment (G) Fund** – invested in short-term, risk-free U.S. Treasury securities that are specially issued to the TSP.
- **Fixed Income Index Investment (F) Fund** – invested in a bond index fund that tracks the Lehman Brothers U.S. Aggregate (LBA) bond index.
- **Common Stock Index Investment (C) Fund** – invested in a stock index fund that tracks the Standard & Poor's (S&P) 500 stock index (which comprises large companies).
- **Small Capitalization Stock Index Investment (S) Fund** – invested in a stock index fund that tracks the Wilshire 4500 stock index (which comprises small and medium companies).
- **International Stock Index Investment (I) Fund** – invested in a stock index fund that tracks the Morgan Stanley Capital International EAFE (Europe, Australasia, Far East) stock index (which comprises stocks in 21 countries).

### ***You may choose or change your investments in the following ways:***

- **Contribution allocation** – specifies the way in which all new money coming into your account (payroll contributions, loan payments, transfers and rollovers from other retirement plans) is invested in the funds. It does not affect the investment of your current balance.
- **Interfund transfer** – redistributes the

money already in your account. It does not affect the investment of future contributions.

***You may make your contribution allocation or interfund transfer at any time (see How the TSP is Changing):***

- the TSP Web Site ([www.tsp.gov](http://www.tsp.gov))
- the ThriftLine (504-255-8777)
- Form TSP-50, Investment Allocation

The web site and the ThriftLine are the most efficient ways to make your investment allocation. You will need your Social Security number and your TSP Personal Identification Number (PIN) to make your request. If you are a new participant, you will receive a PIN in the mail after your account is established.

**EXPANDED OPTIONS FOR TRANSFERS INTO THE TSP:** You can now transfer or roll over funds from any eligible retirement plan into the TSP, including funds from an eligible employer plan like a 401(k) plan or from a traditional IRA. However, because the TSP cannot accept balances on which income taxes have already been paid, transfers must consist solely of balances on which income taxes have not yet been paid. For more information, see Form TSP-60 (or, if you are a member of the uniformed services, Form TSP-U-60), Request for a Transfer Into the TSP.

**MORE INFORMATION ABOUT THE TSP:** Is available from your personnel office or the

ABC. Ask for the revised Summary of the Thrift Savings Plan for Federal Employees (5/2001). Be sure to review the information in the Plan Summary before you make any TSP decisions.

There are restrictions on withdrawing your money while you are employed; however, the TSP loan program can give you access to money that you have contributed. Also, in-service withdrawals are available under certain circumstances. Read the Plan Summary for details.



**REMINDER TO TSP PARTICIPANTS:** If your address has changed, contact your agency immediately to correct your TSP account records.

[www.tsp.gov](http://www.tsp.gov) was used as references.

## **Professional Liability Insurance (PLI) and Non-Local Travel Reimbursements**

by Chris Mullen

**I**n the September 2001 issue of the Bottom Line, an article written by Ms. Gail Mollison (HECSA Programs and Budget Branch) outlined new procedures to reimburse qualified employees for Professional Liability Insurance (PLI). As part of the article, Ms. Mollison described the necessary steps to be taken in CEFMS in order to ensure prompt reimbursement to the qualified employee.

Also during the last year, CEFMS instructions for requesting reimbursement for the cost of PLI and other expenses



the document flow, business processes, and documentation requirements were sent out via email.

Since the release of the information above we have been receiving inquiries from our customers asking the question, “why is it taking so long to get reimbursed?” In doing our research we have found that in most instances, the two most commonly found reasons have been: 1) failure by the “approving official” to

electronically sign the SF1164 claim in CEFMS and 2) failure to forward supporting documentation to CEHEC-RM-B/F after the SF1164 has been approved. Until each of these actions is taken, the certification and forwarding of any required documentation to the USACE Finance Center (UFC) for subsequent payment to the employee will not occur.

As a reminder, employees are encouraged to sign up for Electronic Funds Transfer (EFT). EFT continues to be the preferred method of reimbursement and it’s the fastest way to get your money back!

## **Travel Training Anyone? (Anywhere?)**

by Tom McQuillen

**D**uring the past five years, we have presented over 40 “face-to-face” sessions of Travel Approving Official (TAO) training. In addition to fulfilling the regulatory requirement to provide this training to TAOs,

we have offered, in our announcement memoranda, this training to others who wanted to attend, but who were not required, by regulation, to be there. Several of you

have done so, and we have received many highly positive comments about these training sessions. On the horizon though, there is an easier way: The Corps of Engineers “Virtual Campus” on the Professional Development and Support Center (PDSC) website : <http://virtualcampus.usace.army.mil/common/public/html/index.htm> will soon offer training that meets the regulatory need for training



TAOs online!

Of course, the training will not be limited to TAOs, everyone is invited to “attend”! You will merely need to go to the above website and submit an overall registration (by clicking on the “Registrar’s Office”) for Virtual Campus courses. After receiving your userid and password, select “Instruction” at the Training Center “Building” and select “Financial Management for Managers” from the pop up list. Our leadership desired at the outset of the Financial Management distance learning endeavor to recover the cost of making this training available, so unfortunately once you have gotten this far in the PDSC website, you will be prompted to go into CEFMS and create a DD form 1556 and a training PR&C for \$35 to enable you to take the training. The good news is that the \$35 fee lets you take all 4 modules that now exist, and if you wait a little while, will cover 4 more modules (for a total of 8); the bad news is that if you don’t complete them all in 90 days, you will

have to send in another \$35!

This fee may be well worth it for you, for your



supervisor, and for the Corps as it will save at least that much worth of your time that may have been spent traveling to the “face-to-face” style training! In addition, since you can complete the course at your own pace, and have the option of asking questions (through email) of the subject matter expert who helped develop the course (that would be me!) without having to sit through other students questions, this form of self development may save you even more time. Finally, as I wrote in the September 2001 issue of “The Bottom Line,” Distance Learning offers a way to enrich yourself at little or no cost, and at your own pace. Please give it a try!

### **What the “HEC”k is IPAC and Why Should I Care?**

by Mindy Cropp

**T**he Intra-governmental Payment and Collection (IPAC) system was implemented within the U. S. Army Corps of Engineers (USACE) in December 2001. It replaced the On-Line Payment and Collection (OPAC) system, which was developed in 1985 to automate agency cross-disbursing methods. Basically, the main thrust of both of these systems was to automate the billing and collection process between government

agencies, thereby making the process more efficient. However, with IPAC, agencies can transmit transactions and access reports in a

real-time environment. While one agency collects their accounts receivable automatically, another agency is notified of the charge to facilitate proper posting of their accounting records.



IPAC is operated on a government owned platform by the Federal Reserve Bank (FRB) of Richmond. It is an Internet application that supports users throughout the world. Each agency designates a user who is assigned an ID and password, which allows access to individual applications and reports.

Why should you care? Since its implementation, IPAC has resulted in approximately 8,000 collection and disbursement transactions monthly USACE wide. It's expected that this will continue to increase as Transactions for Others (TFOs) billings are converted to IPAC. Some other reasons why you should care about IPAC are:

- Reduces cost for intra-governmental transaction processing (that makes taxpayers happy).
- Immediate processing of transactions.
- Additional business information is included with each individual transaction, assisting in the identification and timely reconciliation of transactions.

- Provides an Internet solution for intra-governmental transactions.
- Supports Electronic Commerce for intra-governmental transactions.
- Provides a vehicle for transmitting accounting data to support the classification process within each agency.

Corps activities supported by the USACE Finance Center (UFC) are required to accept reimbursable orders (Civil and Military) as IPAC. However, non-Corps agencies/activities requesting their reimbursable orders be processed via IPAC must provide their Agency Location Code (ALC).

If you have any questions, please feel free to contact Mr. Edsel Fraley at (703) 428-8619.



## **Quipster's Corner**

**An accountant is having a hard time sleeping and goes to see his doctor. "Doctor, I just can't get to sleep at night." "Have you tried counting sheep?" "That's the problem I make a mistake and then spend three hours trying to find it."**

**DFAS**

<http://www.dfas.mil/>

**Office of the Assistant Secretary of the Army for Financial Management and Comptroller**

<http://www.asafm.army.mil/default.asp>

**Garnishments**

<http://www.dfas.mil/money/garnish>

**JTR & JFTR Joint Travel Regulation and Joint Federal Travel Regulation**

<http://www.dtic.mil/perdiem/trvlregs.html>

**Per Diem Committee Home Page**

<http://www.dtic.mil/perdiem/>

**Per Diem Rates - Query**

<http://www.dtic.mil/perdiem/pdrates.html>

**Reengineered Travel**

<http://www.dtic.mil/travelink/>

**USACE Finance Center**

<http://www.fc.usace.army.mil>

**Comptroller General Decisions**

<http://www.gao.gov/decisions/decision.htm>

**GSA Home Page**

<http://www.gsa.gov>

**GSA Value Lodging**

<http://www.gsa.gov/regions/r9/travel/>

**HECSA Resource Management Office**

<http://www.hecsa.usace.army.mil/hecsarmm.htm>

**GSA Federal Travel Regulation - click on Travel Management**

<http://www.policyworks.gov/org/main/mt/homepage/mtt/FTR/FTRHP.shtml>

**Social Security Administration**

<http://www.ssa.gov>

**TSP**

<http://www.tsp.gov>

**CEFMS Business Process Guide for HQUSACE**

<http://www.hecsa.usace.army.mil/hxsystems/tochq.htm>

**DOD Transit Subsidy Web Site**

<http://www.dtic.mil/ref/html/NCRTransitpass.html>

**Applying for the Transit Subsidy Program**

<http://www.dtic.mil/ref/html/Applying.html>

**Withdrawing from the Transit Subsidy Program**

<http://www.dtic.mil/ref/html/Disenrolling.html>

**Transit Subsidy Distribution Dates (All Locations)**

<http://www.dtic.mil/ref/html/Disbursementloc.html>

